Completing the CMAQ Application:

Part 7 REQUIRED APPLICATION form

The application form must be filled out completely and accurately. It must be accompanied by all emission calculation worksheets and all supporting documentation required, i.e. cost effectiveness worksheet, the verified technology information, and all references. This application must not be altered or modified in any way. Please do not use older forms of the application. They will be returned to you for updating.

Now that you've completed the emission calculation and cost effectiveness worksheets (if necessary), it's time to fill out the grant application. Remember, if any of the required fields are not correctly filled in, the entire application will be sent back without any type of processing. If you do not know what information is being requested, or where to obtain that information from, ask your Engineering Supervisor.

Step one:

Save this application to your hard drive and rename it while doing so.

Step two:

Read through and review the entire form.

Step three:

Begin by filling in the fiscal year that the application will be turned in for consideration of CMAQ funding. For State applications.

Step four:

As you move right, across the application, the next cell to fill in is the Phase. This may not be applicable to Local Application. The phase entered will be the A-phase, B-phase, or C-phase indicating the appropriate fiscal year for each phase e.g. C07/A08.

Step five:

Next, the control section will need to be entered. This too may not be applicable to Local jobs. If you already know the control section number, go ahead and enter it. If not, you can use the **MapX** or **CS/PR List** tool in MPINS to find and enter the proper numbers. All applications MUST have a control section number if applicable.

Step six:

Enter the Beginning Mile Point (BMP) of the project area. This is the starting point of the area directly influenced by the project.

Step seven:

Enter the Ending Mile Point (EMP) of the project area. This is the ending point of the area directly influenced by the project.

Step eight:

Enter the total length that the project will affect. This is the total length of the project that, once completed, will influence the emissions.

Step nine:

Enter the County the project is located in.

Step ten:

Next, enter the Michigan Department of Transportation (MDOT) Region name the project is located in. If you do not know, ask your Region Manager, the MPO or your Regional Task Force Coordinator.

Step eleven:

In the area provided for the Location Description, enter a short description of where the project is located. For example, you might state what two mile markers the project falls between. The description should define the limits of the project and the specific location: e.g. Putnam Street (aka Williamston Road) from Church Street heading south to I-96. If the street has more than one name, please give them both.

Step twelve:

In the Work Description area, provide a project description with sufficient detail for review by the CMAQ program manager, Department of Environmental Quality (DEQ), and the Federal Highway Administration (FHWA) to determine eligibility. Be aware, certain wording will disqualify a project for funding, such as “recreation”, “widening”, and “increased capacity”. This field must define the “workscope” of the project and if a grant is awarded, only this workscope will be eligible for funding. Revisions to the workscope or projects limits require a revised application and emissions analysis for the entire project before any changes can be made to the TIP or STIP for the proposed changes.

Step thirteen:

In the box next to "Applicant/Phone" enter the name and phone number of the project manager, or the person who can provide additional information about the project if the CMAQ program manager has questions. Remember, if any of these cells are not correctly filled in, the entire application will be sent back without processing.

Step fourteen:

In this step, enter which jurisdiction the project falls within, state, local, or transit. Please note that if your project involves work in the jurisdiction of another agency, you must get approval or permission from that agency for the grant application to be accepted.

Step fifteen:

Next, the information about the project costs/funding should be entered. The applicant must provide the financial information about the project, the total cost, the total amount being applied for, and the match and overmatch (any non-participating funds involved in the project) required, if applicable. There are three boxes available to enter the cost information. Each box should have the appropriate dollar amount that each entity is contributing. These three amounts should equal the total project amount. This should be the same under the "total" column. For state projects with C and A phases in different years, please divide the phase funding into two lines, one representing each phase e.g.:

Project cost	Federal	State	Local	Total
C07	$80,000	$20,000	-------	$100,000
A08	$160,000	$40,000	-------	$200,000

Step sixteen:

The next step is to enter the change in emissions calculated in the worksheets. Be sure to enter them in the correct columns and be sure to use the appropriate sign (positive shows an increase, and negative shows a decrease). Also, remember to add up the changes in emissions if they were calculated on separate worksheets due to multiple intersections. In addition, the emission calculating worksheets MUST be attached to the application or the application will be returned without any type of processing.

Step seventeen:

The amount to be entered here is entered in units of cost per kilogram per day of emission reduction which the completed project will provide. Proceed with entering the cost effectiveness of the project for each of the pollutants listed on the application, VOC, NO_x, CO, and PM 2.5. This information can be obtained from the bottom of the emission calculating worksheet, or the cost effectiveness worksheet used when there are multiple intersections. Please note that VOC and NOx calculations are required in all nonattainment area applications. PM calculations are desirable as are CO calculations.